

ADMINISTRATIVE SERVICES COUNCIL

Functions:

1. Develops recommendations for district-wide policies and procedures.
2. Develops budget and staffing priorities for assigned units.
3. Provides for the continuous improvement of administrative services on a college-wide basis.
4. Reviews annual Effectiveness Improvements Report and Improvement Plans and Progress Reports.
5. Seeks to better coordinate services among all campuses/sites.
6. Provides linkages between campuses and the various District administrative units.
7. Responds to requests and recommendations from assigned Task Forces and Committees.
8. Develops recommendations for district wide facilities and preventative maintenance plans.
9. Develops annual revenue projections and updates five-year expenditure estimates.
10. Communicates interests and concerns of staff and constituency groups.
11. Communicates Council decisions to staff and constituency groups.
12. Promotes full utilization of existing technology within the district and helps define new applications.

Recommendations: Forwarded to Executive Vice President, Finance & Administration and President/CEO.

FY08: Third Thursday of the month (unless otherwise noted), 1:30-3:00 p.m., in Room 168 of the Service Center (SVC) on the following dates: April 23, June 18, and July 16; FY10: September 17, October 15, November 19, January 21, February 18, April 15, May 20, June 17. Questions? Contact [Phyllis Kalz](#).

For additional information about this council, click [HERE](#).

Membership

Title	Term	Members	Location	Phone	email ID
EVP, Finance & Administration	Perm	Ben Ferrell	SVC	3-1098	bferrell
AVP, Information Technology	Perm	Stan Gunn	SVC	3-1200	sgunn
VP, Human Resources and Co-Chair	Perm	Gerry Tucker	HBC	3-7522	gtucker
EVP, College Operations	Perm	Mary Hensley	HBC	3-7618	mhensley
Director, Business Operations	Perm	Linda Morrison	HBC	3-7723	lindam
Director, Procurement & Materials Mgmt.	Perm	E. Reed Stoddard	SVC	3-1050	rstoddar
Director, Buildings/Grounds	Perm	Dean Johnson	SVC	3-1011	djohnso6
Director, Internal Audit	Perm	Imad Mouchayleh	HBC	3-7696	lmouchay
Director, Budget & Finance	Perm	Neil Vickers	SVC	3-1078	nvickers
Dean, Library Services	PERM	Julie Todaro	RGC	3-3071	jtodaro
Director, Environmental Health & Safety	Perm	Rebecca Cole	SVC	3-1015	rcole
Chief, College Police	Perm	Frankie Waller	SVC	3-1222	fwaller
Campus Manager	Rotates	Bel Smith	NRG	3-4703	bsmith
Full-time Faculty Senate 2 Representatives	1 Year	Mariano Diaz-Miranda	RVS	3-6363	marianod
Adjunct Faculty Association 2 Representatives	1 Year	Jim Nelson	NRG	472-5524	jnelson
Association of Prof-Tech Employees 1 Representative	1 Year	Susan Thomason	HBC	3-7796	sthomaso
Classified Employee Association 1 Representative	1 year	Suzanne Ortiz	CYP	3-2001	sortiz
Student Government Association Representative	1 Year	David Dunkin	RGC		Dunkin